

Registration Guide to the Defense Technical Information Center (DTIC)

About DTIC—

The *Defense Technical Information Center (DTIC)* is the central point within the Department of Defense (DoD) for collecting, storing, and distributing scientific and technical information. DTIC's products and services are available to U.S. Government organizations, their contractors, subcontractors, and potential contractors. To become an established user, applicants must register for DTIC services.

Purpose of This Guide—

This guide describes registration procedures by which eligible U.S. Government organizations and their contractor communities register for access to DoD scientific and technical information from DTIC. You can find the "*Easy Step*" *instructions* at the end of this guide to assist you in completing all the necessary steps for registering with DTIC.

DD Form 1540—

DD Form 1540, Registration for Scientific and Technical Information Services, serves as DTIC's registration form. Each applicant identifies a person from his/her organization who is responsible for communicating with DTIC and authorized to receive the information. Products and services ordered from DTIC always carry this individual's name.

DD Form 2345—

DD Form 2345, Militarily Critical Technical Data Agreement Certification, must be completed by contractors if they wish to access export-controlled data.

Registration (By Telephone)—

DoD organizations requesting access to unclassified/unlimited or unclassified/limited information can register over-the-phone. *Non-DoD Government organizations* requesting access to unclassified/unlimited information may also register over-the-phone.

For More Information—

DTIC's Registration Branch will be happy to assist you with the registration process. Contact a representative on (703)767-8273, menu selection 2, option 1, if you have any questions.

Contents

Part 1

U.S. Government Organizations

- 1 Instructions for Completing
DTIC's Registration Form 1
- 2 After Registration 5

Part 2

Contractors, Subcontractors, and Potential Contractors

- 1 Instructions for Completing
DTIC's Registration Form 7
- 2 Potential Defense Contractor Programs..... 13
- 3 After Registration.....17

Appendix A

Non-DoD Offices Designated To Approve the DD Form 1540A-1

Appendix B

Defense Investigative Service (DIS).....B-1 Regional Contacts

Appendix C

Easy Step Registration Instructions

- U.S. Government Organizations.....C-1
- Contractors, Subcontractors, and
Potential Contractors.....C-3

Part 1 U.S. Government Organizations

1. Instructions for Completing DTIC s Registration Form

Notes: 1) See "Easy Step" Instructions for a brief outline of registration procedures.

2) DoD organizations that choose either unclassified/unlimited or unclassified/limited access, need to complete only Section I of the DD Form 1540. In this case, you can choose to register over-the-phone! DoD organizations requesting classified access must complete the entire form and may not register by telephone.

3) Non-DoD Government organizations who request unclassified/unlimited data need to complete only Section I. In this case, you can choose to register over-the-phone! Non-DoD Government organizations who request limited or classified access must complete the entire form and may not register by telephone.

Section I (General Information)

Section I contains items dealing specifically with general information about your organization.

Items #1-3. Complete in full.

Item #4. Attention. Identify a representative of your organization as the central point-of-contact who is responsible for communicating with DTIC and authorized to receive products and services.

Items #5-6. Complete in full.

Item #7. Internet E-Mail Address. Include e-mail address for point-of-contact identified in Item #4.

Item #8. Leave BLANK.

Item #9. Current or Former User. Are you a current or former DTIC user? If you answer "yes," enter your present or past DTIC User Code in the space provided.

Item #10. Leave BLANK.

Item #11. Type of Access Requested. Place an X in the appropriate boxes.

SECTION I - GENERAL INFORMATION (All applicants must complete Section I.)			
1. ORGANIZATION NAME Defense Technical Information Center		2. SUBORDINATION NAME	
3.a. STREET ADDRESS 8725 John J. Kingman Road	b. CITY Ft. Belvoir	c. STATE VA	d. ZIP CODE 22060
4. ATTENTION			
a. NAME (Last, First, Middle Initial) Doe, Jane M.	b. POSITION/TITLE Librarian	c. OFFICE SYMBOL Tech Library	
5. TELEPHONE NUMBER (include area code)		5. FAX NUMBER (include area code)	
a. 427-4444	b. DSN 427-4444	a. COMMERCIAL (703) 767-0011	b. DSN 427-0011
7. INTERNET E-MAIL ADDRESS doe.jm@dtic.mil	8.a. PRIME CONTACT NUMBER (Or other appropriate number) (Contractors only) N/A		b. EXPIRATION DATE (YYMMDD)
9. CURRENT OR FORMER USER (X one) <input type="checkbox"/> YES (Enter DTIC user code) <input checked="" type="checkbox"/> NO		10. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NUMBER (Contractors only) N/A	
11. TYPE OF ACCESS DESIRED (X as applicable)			
<input checked="" type="checkbox"/> UNCLASSIFIED/UNLIMITED <input checked="" type="checkbox"/> UNCLASSIFIED/LIMITED <input checked="" type="checkbox"/> CONFIDENTIAL <input type="checkbox"/> SECRET/RESTRICTED DATA <input type="checkbox"/> CNWDI <input type="checkbox"/> NATO			

Example of Section I completed.

Section II
(Security Officer)

Section II. All U.S. Government organizations must complete this section to obtain access to *classified information (Confidential, Secret)* or to *Restricted Data, CNWDI* or *NATO information*.

Item #12. Security Officer. Complete all items. Obtain signature of your *organization's security officer*. The security officer certifies that the organization may receive and store classified data at the access level indicated in Section I.

SECTION II - SECURITY OFFICER (All U.S. Government organizations must complete Section II if requesting access to classified data.)			
12. SECURITY OFFICER CERTIFICATION I certify that the organization listed in Section I may receive and store classified data at the access level indicated in Section I.			
a. NAME (Last, First, Middle Initial) Appleby, Daniel S.		b. ORGANIZATION NAME Defense Technical Information Center	
c. (1) STREET ADDRESS 8725 John J. Kingman Road Suite 0944		(2) CITY Ft. Belvoir	(3) STATE VA
		(4) ZIP CODE 22060	
d. TELEPHONE NUMBER (include area code) (1) COMMERCIAL (703) 767-1000		(2) DSN 427-1000	e. SIGNATURE Daniel Appleby
			f. DATE SIGNED (YYMMDD) 970401

Example of Section II completed.

Section III
(Prime Contractor
Approval)

Section III-leave BLANK.

Section IV
(Government
Approving Official)

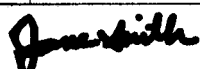
Section IV must be completed by **DoD** organizations requesting access to classified information; and **Non-DoD** Government organizations requesting access to limited or classified data.

Items #17-18. Complete in full.

Approving Official for **DoD organizations** is the Commanding Officer, Technical Director or other authorized designee. *In the example below, DTIC's division directors are the authorized designees to sign the DD Form 1540. DTIC is shown here only as an example to show how a DoD organization would complete Section IV.*

Non-DoD Government organizations should refer to Appendix A, "Non-DOD Offices Designated to Approve DD Form 1540" to find the appropriate Government approving official.

Item #19. To be completed by the Government approving official. His/her signature is required.

SECTION IV- U.S. GOVERNMENT APPROVING OFFICIAL (All contractors, those DoD organizations requesting access to classified data, and Non-DoD Government organizations requesting access to unclassified/limited or classified data must complete Section IV. Government Approving Official's signature is required.)				
11. APPROVING ORGANIZATION NAME Defense Technical Info. Ctr.	18.a. STREET ADDRESS 8723 John J. Kingman Road	11. CITY Ft. Belvoir	c. STATE VA	d. ZIP CODE 12060
19.a. APPROVING OFFICIAL NAME (Last, First, Middle Initial) Smith, Jane A.		b. POSITION/TITLE Director		
c. TELEPHONE NUMBER (include area code) (1) COMMERCIAL (703) 767-2333 (2) DSN 427-2333		d. SIGNATURE 		e. DATE SIGNED (YYMMDD) 970401

Example of Sections IV completed by a DoD organization

Section V
(Subject Fields and
Groups)

Section V is to be completed if your organization is requesting access to **classified information (Confidential, Secret) or to Restricted Data, CNWDI or NATO information.**

If you are requesting access to an entire subject field, place an X next to the first subject code in the series.

Forwarding
the DD Form 1540

DoD organizations requesting access to unclassified/unlimited or unclassified/limited data, should forward the form directly to DTIC after completing Section I.

DoD organizations requesting access to classified data (Confidential, Secret) or to Restricted Data, CNWDI, or NATO Information, should obtain the signature of the organization's security officer and then forward the form to the approving official for his/her signature. The approving official will forward the form to DTIC for processing.

Non-DoD Government organizations requesting access to unclassified/unlimited data, should forward the form directly to DTIC after completing Section I.

Non-DoD Government organizations requesting access to limited data, should send the DD Form 1540 to the approving official for his/her signature. The approving official will forward the form to DTIC for processing.

Non-DoD Government organizations requesting access to classified data (Confidential, Secret) or to Restricted Data, CNWDI, or NATO information, should obtain the signature of the organization's security officer and then forward the form to the approving official for his/her signature. The approving official will forward the form to DTIC for processing.

Receipt of DTIC User
Code

Once your registration is processed by DTIC, you will receive a Registration Notice containing your DTIC User Code and other information about DTIC.

Ordering from DTIC

Before you order products from DTIC or subscribe to any of its services, you must ***open a deposit account or register your major credit card*** (American Express, Mastercard, or Visa) with DTIC's Registration Branch.

You are now ready to order DTIC's products and services! Remember to always have your DTIC User Code ready when placing orders.

Part 1 **U.S. Government Organizations**

2. After Registration

Changes in Registration Information

U.S. Government users must notify DTIC in writing of any changes to their current DD Form 1540, such as changes of address, telephone number, point-of-contact, etc.

U.S. Government users must complete a new DD Form 1540 to upgrade type of access to DTIC information and also if there are changes to their subject fields.

Continuation of Services

U.S. Government users receive a yearly notification form from DTIC 60 days prior to their scheduled registration expiration date. The user recertifies by signing and returning the form to DTIC. If there are changes to the registration information, please notify DTIC in writing at that time.

Part 2 Contractors, Subcontractors, and Potential Contractors

1. Instructions for Completing DTIC s Registration Form

Notes: 1) See "Easy Step" Instructions for a brief outline of registration procedures.

2) One DD Form 1540 must be completed for each contract.

3) Potential Contractors must first sign-up with the Potential Defense Contractor Program. See Part 2 Section 2.

4) For access to export-controlled data, you will also need to complete the DD Form 2345, Militarily Critical Technical Data Agreement. See page 10 for more information.

Section I (General Information)

Section I contains items dealing specifically with general information about your organization.

Items #1-3. Complete in full.

Item #4. Attention. Identify a representative of your organization as the central point-of-contact who is responsible for communicating with DTIC and authorized to receive products and services.

Items #5-6. Complete in full.

Item #7. Internet E-Mail Address. Include e-mail address of point-of-contact identified in Item #4.

Items #8 a & b. Prime Contract Number and Expiration Date. Include the contract number and expiration date of the contract you would like to register with DTIC.

Note: One DD Form 1540 must be completed for each contract.

Item #9. Current or Former User. Are you a current or former DTIC user? If you answer “yes,” enter your current or past DTIC User Code in the space provided.

Item #10. Militarily Critical Technical Data Agreement Certification Number. If you do not have this number on file at DTIC and you are requesting access to export-controlled data, you will need to complete the DD Form 2345. See page 10 for further details.

Item #11. Type of Access Requested. Place an X in the appropriate boxes.

Note: Non-DoD contractors and subcontractors requesting access to Restricted Data and/or CNWDI must have the Department of Energy (DOE) notify DTIC in writing that the point-of contact listed in Section I is authorized to receive such data. Refer to Appendix A for the DOE address.

SECTION I - GENERAL INFORMATION (All applicants must complete Section I)					
1. ORGANIZATION NAME What's New, Inc.			2. SUBORDINATION NAME		
3.a. STREET ADDRESS 23 Katt Lane		b. CITY Beverly Hills		c. STATE CA	d. ZIP CODE 90210
4. ATTENTION					
a. NAME (Last, First, Middle Initial) Jones, Tom T.		b. POSITION/TITLE Manager		c. OFFICE SYMBOL Acquisitions	
5. TELEPHONE NUMBER (include area code)			6. FAX NUMBER (include area code)		
a. COMMERCIAL (213) 121-1212		b. DSN N/A		a. COMMERCIAL (213) 121-1343	
b. DSN N/A				b. DSN N/A	
7. INTERNET E-MAIL ADDRESS jonestt@whats new.com			8.a. PRIME CONTACT NUMBER (Or other appropriate number) (Contractors only) TRH23451-96-D001		b. EXPIRATION DATE (YYMMDD) 991016
9. CURRENT OR FORMER USER (X one) <input type="checkbox"/> YES (Enter DTIC user code) <input checked="" type="checkbox"/> NO			10. MILITARILY CRITICAL TECHNICAL DATA AGREEMENT CERTIFICATION NUMBER (Contractors only)		
11. TYPE OF ACCESS DESIRED (X as applicable)					
<input checked="" type="checkbox"/> UNCLASSIFIED/UNLIMITED <input checked="" type="checkbox"/> UNCLASSIFIED/LIMITED <input checked="" type="checkbox"/> CONFIDENTIAL <input checked="" type="checkbox"/> SECRET <input type="checkbox"/> RESTRICTED DATA <input type="checkbox"/> CNWDI <input type="checkbox"/> NATO					

Sample of Section I completed.

Section II (Security Officer)

Section II—leave BLANK.

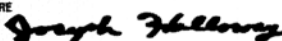
Section III (Prime Contractor Approval)

Section III is to be completed by subcontractors only!

Item #13. Prime Contractor Organization Name.

Items #14 a & b. Subcontract Number and Expiration Date.

Items #15-16. Complete in full. Send the form to your prime contractor for signature.

SECTION III - PRIME CONTRACTOR APPROVAL (All subcontractors must complete Section III. Prime Contractor's signature is required.)				
13. PRIME CONTRACTOR ORGANIZATION NAME ABC Corporation		14.a. SUBCONTRACT NUMBER NR000-S-9600		b. EXPIRATION DATE (YYMMDD) 990412
15.a. STREET ADDRESS 123 Door Street		b. CITY Alexandria	c. STATE VA	d. ZIP CODE 22304
16.a. PRIME CONTRACTING OFFICER NAME (Last, First, Middle Initial) Halloway, Joseph J.		b. POSITION/TITLE Sr. Engineer		
c. TELEPHONE NUMBER (Include area code) (703) 666-7777	d. SIGNATURE 			e. DATE SIGNED (YYMMDD) 970403

Example of Section II completed.

Section IV (Government Approving Official)

Section IV is to be completed by all contractors, subcontractors and potential contractors and must be signed by their Government approving official.

Items #17-18. Complete in full.

Non-DoD sponsored contractors should refer to Appendix A, "Non-DoD Offices Designated to Approve DD Form 1540," to locate the appropriate approving official.

The approving official for *DoD-sponsored contractors* is the Contracting Officer, Contracting Officer's Technical Representative, Program Manager, Program Engineer, or Contract Monitor.

Item #19. Completed by the Government approving official. His/her signature is required.

SECTION IV - U.S. GOVERNMENT APPROVING OFFICIAL (All contractors, those DoD organizations requesting access to classified data, and Non-DoD Government organizations requesting access to unclassified/limited or classified data must complete Section IV. Government Approving Official's signature is required.)				
17. APPROVING ORGANIZATION NAME NASA-Ames Research Center		18.a. STREET ADDRESS ATTN: M/S 241-2	b. CITY Moffett Field	c. STATE CA
19.a. APPROVING OFFICIAL NAME (Last, First, Middle Initial)		b. POSITION/TITLE Security Officer		
c. TELEPHONE NUMBER (Include area code) (1) COMMERCIAL (2) DSN		d. SIGNATURE		e. DATE SIGNED (YYMMDD)

Example of Section IV as a non-DoD contractor would complete it prior to sending it to the Government Approving Official for signature.

Section V
Subject Fields and
Groups)


Section **V** is to be completed if your organization is requesting access to **classified data (Confidential, Secret) or to Restricted Data, CNWDI, and NATO information.**

If you are requesting access to an entire subject field, place an X next to the first subject code in the series.

Forwarding
the DD Form 1540

Forward the original DD Form 1540 to the approving official for signature. The approving official will forward the form to DTIC for processing.

Subcontractors must obtain the signature of the prime contracting officer (PCO). The prime contractor will forward the original copy of the DD Form 1540 to the approving official for signature. The approving official will forward the form to DTIC for processing.

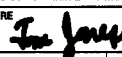
 *Note: Contractors may have the Administrative Contracting Officer (A CO) certify the DD **Form** 1540, provided that the **PCO** has notified DTIC in writing. Subcontractors must have the **PCO** sign the DD Form 1540.*

Completing the
DD Form 2345

DD Form 2345, Militarily Critical Technical Data Agreement, must be completed if access to **export-controlled** data is requested and you do not have a certification number **from the** Defense Logistics Services Center (DLSC).

Complete blocks as instructed on the form and forward to DLSC for approval at the address shown on the form. The point-of-contact on the DD Form 2345 and DD Form 1540 must be the same. Certification is **valid for 5 years** from the date of DLSC's signature, provided the information has not changed.

If you have received a certification number from DLSC, DTIC will verify your certification number in the Certified Contractor Access List (CCAL) Bulletin Board database and record it in our system.

MILITARILY CRITICAL TECHNICAL DATA AGREEMENT				Form Approved OMB No. 0704-0207 Expires Jun 30, 1998	
(Please read Privacy Act Statement and instructions on back before completing this form.)					
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1216 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project (0704-0207), Washington, DC 20503. PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. RETURN COMPLETED FORM TO: UNITED STATES/CANADA JOINT CERTIFICATION OFFICE, DEFENSE LOGISTICS SERVICES CENTER, FEDERAL CENTER, BATTLE CREEK, MI USA 48807-3084					
1. TYPE OF SUBMISSION (X ONE)		<input checked="" type="checkbox"/> a. INITIAL SUBMISSION	<input type="checkbox"/> b. RESUBMISSION	<input type="checkbox"/> c. REVISION	<input type="checkbox"/> d. 6-YEAR RENEWAL
2. INDIVIDUAL OR ENTERPRISE DATA (Referred to as a "certified contractor" upon acceptance of certification by the U.S./Canada - JCO)					
a. NAME Whats's New, Inc.			b. ADDRESS (Include Province and/or 9-digit ZIP Code) 23 Knntt Lane Beverly Hills, CA POLIO		
c. NAME OF SUBSIDIARY/DIVISION					
d. FSCM/FSCNM/CAGE/ISS VENDOR CODE			e. TELEPHONE NUMBER (Include Area Code)		
3. DATA CUSTODIAN					
a. NAME OR POSITION DESIGNATION (See instructions) Tom T. Jones			b. BUSINESS MAILING ADDRESS (Include Province and/or 9-digit ZIP Code) Same as above.		
c. TELEPHONE NUMBER (Include Area Code) (213) 121-1212					
d. TITLE Manager, Acquisitions					
4. DESCRIPTION OF RELEVANT BUSINESS ACTIVITY (Print or type) Type your detailed description here.					
5. AS A CONDITION OF RECEIVING MILITARILY CRITICAL TECHNICAL DATA, THE INDIVIDUAL OR ENTERPRISE CERTIFIES THAT:					
a.(1) CITIZENSHIP/RESIDENCY STATUS. The individual designated either by name or position designation in Item 3, who will act as custodian of the militarily critical data on behalf of the contractor is: (X (a), (b), (c), or (d))			a. (2) agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations		
<input checked="" type="checkbox"/> (a) U.S. CITIZEN			<input type="checkbox"/> (b) A CANADIAN CITIZEN		
or a person admitted lawfully for permanent residence into:			d. They will not provide access to militarily critical technical data to persons other than their employees or eligible persons designated by the registrant to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR, or by the U.S. or Canadian Government agency that provided the technical data.		
<input type="checkbox"/> (c) THE UNITED STATES			<input type="checkbox"/> (d) CANADA		
(2) BUSINESS LOCATION. Business of individual listed in Item 3 is located in: X (a) or (b)			e. No person employed by the enterprise or eligible persons designated by the registrant to act on their behalf, who will have access to militarily critical technical data, is disbarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.		
<input checked="" type="checkbox"/> (a) THE UNITED STATES			<input type="checkbox"/> (b) CANADA		
b. The data are needed to bid or perform on a contract with any agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged, or plans to engage.			f. They are not themselves disbarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws, and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.		
c. They (1) acknowledge all responsibilities under applicable U.S. export control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of militarily critical technical data within the United States) or applicable Canadian export control laws and regulations, and					
6. CONTRACTOR CERTIFICATION I certify that the information and certification made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (For U.S. contractors see U.S. Code, Title 18, Section 1001 and for Canadian contractors see Section 26 of the Defense Production Act.)					
a. TYPED NAME (LAST, First, Middle Initial) Jones, Tom T.		b. TITLE Manager, Acquisitions		c. SIGNATURE 	
				d. DATA SIGNED 970403	
7. CERTIFICATION ACTION (X one)					
a. CERTIFICATION ACCEPTED. This certification number, along with a statement of intended data use, must be included with each request for militarily critical technical data.				NUMBER	
b. RETURNED. Insufficient information:					
c. REJECTED. Does not meet eligibility requirements of DoDD 5230.25 or of Canada's TDCR.					
8. DOD OFFICIAL			9. CANADIAN OFFICIAL		
a. TYPED NAME (LAST, First, Middle Initial)			a. TYPED NAME (LAST, First, Middle Initial)		
b. TITLE			b. TITLE		
c. SIGNATURE		d. DATE SIGNED	c. SIGNATURE		d. DATE SIGNED

DD FORM 2345, JUL 95

PREVIOUS EDITION IS OBSOLETE

Example of completed DD Form 2345, prior to sending it to DLSC.

Facility Clearance

Receipt of DTIC User Code

Facility Clearance Certification from the Defense Investigative Service (DIS) authorizes access to classified data. If your organization is not certified, your organization must arrange for a DIS representative to survey the facility to be used to store classified data. Refer to Appendix B to locate appropriate DIS points-of-contact in your area.

Once your registration is processed by DTIC, you will receive a Registration Notice containing your DTIC User Code and other information.


Ordering from DTIC

Before you order products from DTIC or subscribe to any of its services, you must open a deposit account or register your major credit card (American Express, Mastercard, or Visa) with DTIC's Registration Branch.

You are now ready to order DTIC's products and services! Remember to always have your DTIC User Code ready when placing orders.

Part 2 Contractors, Subcontractors, and Potential Contractors

2 Potential Defense Contractor Programs

 *Note: For organizations who do not have current contracts or grants with **DoD**, a Potential Defense Contractors Program provides technical information support through **DTIC to** industrial companies, educational institutions, and nonprofit technical organizations with adequate research and development capabilities. Registration must be made through one **of** the military services or **the** Defense Advanced Research Projects Agency (DARPA). Each has guidelines, forms, and other informational material unique **to its** individual program.*

Army Potential Contractor Program (APCP)

Army Materiel Command
ATTN: AMCAQ-B-TILO
5001 Eisenhower Avenue
Alexandria, VA 22333-0001
(703) 617-8948

Army Aviation Research, Development & Engineering Center
ATTN: AMSAT-R-NSJ
4300 Goodfellow Boulevard
St. Louis, MO 63120-1798
(314) 263-0360

Army Missile Command Research, Development & Engineering Center
ATTN: AMSMI-RD-TI
Redstone Arsenal, AL 35898-5243
(205) 876-4270

Army Tank-Automotive Research, Development & Engineering Center
ATTN: AMSTA-TR-NAC
Warren, MI 48397-5000
(810) 574-5704

Army Communications-Electronics Command
ATTN:AMSEL-AC-SB-BL
Ft. Monmouth, NJ 07703-5008
(908) 532-2671

Army Armament Research, Development & Engineering Center
AT-TN: AMSTA-AR-ASC
Picatinny Arsenal, NJ 07806-5000
(201) 724-7349

Army Chemical Biological Defense Command
Edgewood Research, Development & Engineering Center
ATTN: SCBRD-ASC
Aberdeen Proving Ground, MD 21010-5423
(410) 671-2031

Army Natick Research, Development & Engineering Center
ATTN: SSCNC-AE
Kansas Street
Natick, MA 01760-5015
(508) 233-4687

U.S. Army Research Laboratory
ATTN: AMSRL-TT
2800 Powder Mill Road
Adelphi, MD 20783-1197
(301) 394-2410

Navy Potential
Contractor Program
(NPCP) and
Navy Acquisition
Research and
Development
Information Center
(NARDIC)

See your nearest Navy R&D Activity or see below.

Navy Acquisition Research & Development Information Center
2211 South Clark Place
Crystal Plaza 5, Room 802
Arlington, VA 22244-5114
(703) 602-9057

Office of Naval Research
800 North Quincy Street, Code ONR-362
Ballston Towers One
Arlington, VA 22217-5660
(703) 696-4580

**Air Force Potential
Contractor Program
(AFPCP)**

Air Force Information for Industry Office
WL/DORT
Area B Building 22
2690 C Street, Suite 4
WPAFB, OH 45433-7411
(513) 255-5767

**DARPA Potential
Contractor Program
(DARPA/PC)**

Defense Advanced Research Projects Agency
ATTN: OASB/TIO
3701 North Fairfax Drive
Arlington, VA 22203-1714
(703) 696-2301

Part 2 Contractors, Subcontractors, and Potential Contractors

3. After Registration

Changes in Registration Information

DTIC must be notified in writing of any changes to the DD Form 1540, such as change of address, telephone number, point-of-contact, etc.

Users with *classified access* must notify their Defense Investigative Service (DIS) office of changes to their company name, address, or telephone number.

Users with access to *export-controlled* data whose company name, address or point-of-contact changes must revise the DD Form 2345 with DLSC. After you receive the revised DD Form 2345 from DLSC, you must notify DTIC. The changes in your registration will not become effective until DTIC is notified.

Continuation of Services

You will receive a notice from DTIC 60 days prior to the scheduled expiration date of your contract. The approving official must notify DTIC by letter via mail or fax of any extension to the contract expiration date. Otherwise, the eligibility under that contract expires as indicated in item #8 on the DD Form 1540.

A Non-DoD Offices Designated to Approve DD Form 1540

⚠ Note: If no listing appears for your agency, contact DTIC's Registration Branch at (703) 767-8273, for further assistance.

Congressional Budget
Office

Defense Technical Information Center
ATTN: DTIC-S
8725 John J. **Kingman** Road, Suite 0944
Fort Belvoir, VA 22060-62 18

Department of
Commerce

*National Institute of
Standards & Technology*

Security Officer
Department of Commerce
National Institute of Standards & Technology
Administration Building Room A705
Gaithersburg, MD 20899-0001

*National Oceanic &
Atmospheric Administration*

Director, Office of Aeronautical Charting
& Cartography
National Oceanic & Atmospheric Administration
N/ACC, SSMC #4, Station 3426
1305 East-West Highway
Silver Spring, MD 209 10

*National Technical
Information Service*

Department of Commerce
National Technical Information Service
5285 Port Royal Road
Springfield, VA 221614001

<i>Patent and Trademark Office</i>	Manager, Scientific & Technical Information Center Department of Commerce Patent & Trademark Office Crystal Plaza 34 Room 2C08 Washington, DC 2023 1
<hr/> Department of Energy	Office of Scientific & Technical Information Department of Energy P.O. Box 62 Oak Ridge, TN 3783 1 -2610
<hr/> Department of Health & Human Services	
<i>Centers for Disease Control and Prevention</i>	Chief, Information Support CDC Information Center Department of Health & Human Services Centers for Disease Control & Prevention 1600 Clifton Road, N.E., M/S CO4 Atlanta, GA 30333
<i>Centers for Disease Control and Prevention</i>	Technical Information Specialist National Center for Environmental Health Department of Health & Human Services Centers for Disease Control & Prevention 4770 Bufford Highway, N.E., F-32 Atlanta, GA 30341-3724
<i>National Institutes of Health</i>	Contracts and Procurement Branch National Institutes of Health Department of Health & Human Services National Institutes of Environmental Health Sciences P.O. Box 12233 Research Triangle Park, NC 27709
<hr/> Department of Justice	
<i>Drug Enforcement Administration</i>	Chief, Investigative Technology Section Department of Justice Drug Enforcement Administration Washington, DC 20537

*Immigration & Naturalization
Service Headquarters*

Acting Director
Immigration & Naturalization Service Headquarters
Office of Security
425 Eye Street, NW Room 3038
Washington, DC 20536

Department of State

Office Director, Information Security Technology
Department of State
2121 Virginia Avenue, NW
Washington, DC 20087

Department of
Transportation

*Federal Aviation
Administration*

Manager, Investigations Division
Office of Civil Aviation Security Operations
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, DC 2059 1

Federal Communications
Commission

Chief, Office of Engineering & Technology
Federal Communications Commission
1919 M Street, N.W.
Washington, DC 20554

Federal Emergency
Management Agency

Security Division
Chief, Personnel & Information Security Branch
Federal Emergency Management Agency
500 C Street, SW (Rm 128)
Washington, DC 20472

General Accounting Office

Defense Technical Information Center
ATTN: DTIC-S
8725 John J. **Kingman** Road, Suite 0944
Fort Belvoir, VA 22060-62 18

Government Printing Office

Defense Technical Information Center
ATTN: DTIC-S
8725 John J. **Kingman** Road, Suite 0944
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2121 Virginia Avenue, NW
Washington, DC 20087

Department of
Transportation

*Federal Aviation
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Manager, Investigations Division
Office of Civil Aviation Security Operations
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, DC 20591

Federal Communications
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Chief, Office of Engineering & Technology
Federal Communications Commission
1919 M Street, N.W.
Washington, DC 20554

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8725 John J. **Kingman** Road, Suite 0944
Fort Belvoir, VA 22060-62 18

<hr/> Library of Congress	Defense Technical Information Center ATTN: DTIC-S 8725 John J. Kingman Road, Suite 0944 Fort Belvoir, VA 22060-62 18
<hr/> National Aeronautics & Space Administration	
<i>DrydenFlightResearch Center</i>	Security Specialist NASA - Dryden Flight Research Center P. 0 Box 273 Edwards AFB, CA 93523-0273
<i>George C. Marshall Space Flight Center</i>	Chief, Security Division NASA - George C. Marshall Flight Center ATTN: CN51 Marshall Space Flight Center, AL 358 12
<i>Goddard Space Flight Center</i>	Security Director NASA - Goddard Space Flight Center ATTN: 205.1 Greenbelt, MD 2077 1
<i>NASAH Headquarters Library</i>	Chief, Logistics Services Branch NASA - Headquarters Library Washington, DC 20546-000 1
<i>John F. Kennedy Space Center</i>	Manager , Information Security NASA - John F. Kennedy Space Center ATTN: IM-SPS-B Kennedy Space Center, FL 32899
<i>Lyndon B. Johnson Space Center</i>	Chief, Security Branch NASA - Lyndon B. Johnson Space Center ATTN: JB2/96-065 2101 NASA Road 1 Houston, TX 77058-3696
<i>Lewis Research Center</i>	Security Specialist NASA - Lewis Research Center 21000 Brook Park (Mail Stop 21.5) Cleveland, OH 44135-319

Jet Propulsion Laboratory

NASA Management Office
NASA - Jet Propulsion Laboratory
ATTN: SPJ (RAD)
4800 Oak Grove Drive
Pasadena, CA 91109-8099

National Science
Foundation

Division of Contracts, Policy
and Oversight
National Science Foundation
4201 Wilson Blvd., Room 475
Arlington, VA 22230

Nuclear Regulatory
Commission

Director Financial Management, Computer Security
and Administration Support Staff
Nuclear Regulatory Commission
Washington, DC 20555-0001

B Defense Investigative Service (DIS) Regional Contacts

Note: Contractors and grantees requiring classified access should contact the DIS security office in their appropriate region as found below.

Capital Region (S1510)

Defense Investigative Service
Director of Industrial Security
Hoffman Building I (Rm 744)
2461 Eisenhower Avenue
Alexandria, VA 22331-1000
Commercial (703) 325-9634/5
DSN 221-963415

The Capital Region includes the state of *Virginia; Washington, DC*, and the *counties of* Harford, Baltimore, Howard, Anne Arundel, Montgomery, Prince Georges, Calvert, Saint Marys, and Charles in Maryland.

Mid-Atlantic Region (S1410)

Defense Investigative Service
Director of Industrial Security
1040 Rings Highway North
Cherry Hill, NJ 08034-1908
Commercial (609) 482-6500
DSN 444-4031

The Mid-Atlantic Region includes the *states of* Pennsylvania, Delaware, West Virginia, New Jersey, and Maryland (less the counties of Harford, Baltimore, Howard, Anne Arundel, Montgomery, Prince Georges, Calvert, Saint Marys, and Charles); and the following *counties in New York*:

Bronx	Orange	Rockland
Rings (Brooklyn)	Putnam	Suffolk
Nassau	Queens	Westchester
New York (Manhattan)	Richmond	

Mid-Western Region
(S3210)

Defense Investigative Service
 Director of Industrial Security
 610 S. Canal Street (Rm 800)
 Chicago, IL 60607-4599
 Commercial (3 12) 886-5244

The Mid-Western (central) Region includes the *states of*: Ohio, Kentucky, Indiana, Michigan, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Kansas, Missouri, and Wisconsin; and the following *counties in Illinois*:

Adams	Edgar	Lee	Putnam
Boone	Effingham	Livingston	Rock Island
Brown	Ford	Logan	Sangamon
Bureau	Fulton	Macon	Schuyler
Carroll	Grundy	Marshall	Scott
Cass	Hancock	Mason	Shelby
Champaign	Henderson	McDonough	Stark
Christian	Henry	McHenry	Stephenson
Clark	Iroquois	McLean	Tazewell
Coles	Jasper	Menard	Vermilion
Cook	Jo Davies	Mercer	Warren
Crawford	Kane	Morgan	Whiteside
Cumberland	Kankakee	Moultrie	Will
De Kalb	Kendall	Ogle	Winnebago
De Witt	Knox	Peoria	Woodford
Douglas	Lake	Piatt	
Du Page	La Salle	Pike	

Northeastern Region
(S111 0)

Defense Investigative Service
 Director of Industrial Security
 Barnes Building
 495 Summer Street
 Boston, MA 022 1 O-2 192
 Commercial (6 17) 45 1 -4914/6
 DSN 955-4914/6

The Northeastern Region includes the *states* of: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut and the following *counties in New York*:

Albany	Erie	Montgomery	Schuyler
Allegany	Essex	Niagara	Seneca
Broome	Franklin	Oneida	Steuban
Cattaraugus	Fulton	Onandaga	Sullivan
Cayuga	Genesee	Ontario	Tioga
Chautauqua	Greene	Orleans	Tompkins
Chemung	Hamilton	Oswego	Ulster
Chenango	Jefferson	Otsego	Warren
Clinton	Kerkimer	Rensselaer	Washington
Columbia	Lewis	St Lawrence	Wayne
Cortland	Livingstone	Saratoga	Wyoming
Delaware	Madison	Schenectady	Yates
Dutchess	Monroe	Schoharie	

Northwestern Region (S5210)

Defense Investigative Service
 Director of Industrial Security
 P.O. Box 29992
 Presidio of San Francisco, CA 94129-7700
 Commercial (415) 560-5609
 DSN 586-3235/6

The Northwestern Region includes the *states* of: Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming; and the following *counties in California*:

Alameda	Inyo	Napa	Sierra
Alpine	Rings	Nevada	Siskiyou
Amador	Lake	Placer	Solano
Butte	Lassen	Plumas	Sonoma
Calaveras	Madera	Sacramento	Stanislaus
Colusa	Marin	San Benito	Sutter
Contra Costa	Mariposa	San Francisco	Tehama
Del Norte	Mendocino	San Joaquin	Trinity
El Dorado	Merced	San Mateo	Tulare
Fresno	Modoc	Santa Clara	Tuolumne
Glenn	Mono	Santa Cruz	Yolo
Humboldt	Monterey	Shasta	Yuba

The Southwestern Region includes the *states* of: Arizona, New Mexico, Oklahoma, Texas, Colorado; and the following *counties in Illinois*:

Alexander	Greene	Madison	Richland
Bond	Hamilton	Marion	St. Clair
Calhoun	Hardin	Massac	Saline
Clay	Jackson	Monroe	Union
Clinton	Jefferson	Montgomery	Wabash
Edwards	Jersey	Perry	Washington
Fayette	Johnson	Pope	Wayne
Franklin	Lawrence	Pulaski	White
Gallatin	Macoupin	Randolph	Williamson

C Easy Step Registration Instructions

U.S. Government Organizations

Notes: 1) DoD organizations who choose either unclassified/unlimited or unclassified/limited access, can choose to register over-the-phone!

2) Non-DoD Government organizations who request unclassified/unlimited data, can choose to register over-the-phone!



Completion of the
DD Form 1540



Complete Section I in full. State “not applicable” where needed.



Complete Section II if requesting access to classified data. Include name and telephone number of your organization’s security officer.



DoD organizations requesting access to classified information, and non-DoD Government organizations requesting access to limited or classified information, must complete Section IV.



Complete Section V if requesting access to classified data. Place an X next to the **subject fields** and groups to which you are requesting access.



Obtain the signature of the appropriate approving official if requesting classified access.



Approving Official for DoD organizations is the Commanding Officer, Technical Director or other authorized designee.



Non-DoD Government organizations should refer to Appendix A, “Non-DOD Offices Designated to Approve DD Form 1540”, to locate the appropriate approving official.



Forwarding the DD Form 1540



DoD organizations requesting unclassified/unlimited or unclassified/limited access, and **non-DoD** Government organizations requesting unclassified/unlimited access should send the original DD Form 1540 to DTIC for processing.



DoD organizations requesting classified access, and **non-DoD** Government organizations requesting limited or classified access, should forward the original copy of the DD Form 1540 to their approving official for signature.

Note: Your approving official sends the original DD Form 1540 to DTIC.



You will receive a Registration Notice containing your DTIC user code upon completion of your registration.




Ordering From DTIC



Once you have registered your credit card(s) or have a deposit account, you are ready to order **DTIC's** products and services!

Contractors, Subcontractors and Potential/Contractors

 Notes: 1) For each U.S. Government contract you need to complete a separate DD Form 1540.

2) Potential Contractors must sign-up with the Potential Contractor Program. See Part 2, Section 2 of Registration Guide.

3) **Non-DoD** contractors must have written authorization from the Department of Energy (DOE) explaining that the point-of-contact listed in Section I of the DD Form 1540 may receive access to Restricted Data **and/or** CNWDI. See Appendix A for the DOE address.



Completion of the
DD Form 1540

☐

Complete Section I in full. State “not applicable” where needed.



All subcontractors must complete Section III. Include your prime contractor’s name, address, and telephone number. Include your subcontract number and expiration date.

☐

Complete Section IV Include your approving official’s name, title, and address.

☐

Complete Section V if requesting access to classified data. Place an X next to the subject fields and groups which are specific to your contract.



Forwarding the
DD Form 1540

☐

Forward the original copy of DD Form 1540 to the approving official for signature.

- ☐ A subcontractor must first send the form to the prime contractor for signature. The prime contractor forwards the original copy of the form to the approving official of the government sponsor for signature.

***Note:** Your approving official sends the original DD Form 1540 to DTIC.*



- ☐ You will receive a Registration Notice containing your DTIC user code upon completion of your registration.

Completing the DD Form 2345

- ☐ Complete the DD Form 2345 for access to **export-**controlled data.
- ☐ Make sure that the point-of-contact listed on the DD Form 2345 is the same as the one listed in Section I of the DD Form 1540.
- ☐ Forward the DD Form 2345 to the Defense Logistics Services Center (DLSC). (Address appears on form.)
- ☐ DLSC will send you a copy of the certified DD Form 2345. Upon receipt notify DTIC.



Ordering From DTIC

- ☐ Once you have registered your credit card(s) or have a deposit account, you are ready to order **DTIC's** products and services!

REGISTRATION GUIDE DATED NOVEMBER 1998

ERRATA SHEET

PAGE 9, PART 2,1(4)

"See page 10 for more information. Should read:
"See **page 12** for information."

Page 10, **Item#10**

"See page 10 for further details." Should read:
"See **page 12** for further details."

If you have any questions, please contact the Registration
Branch on 730-767-8273, DSN **427-8273**, Fax 703-767-8228 or
email: reghelp@dtic.mil